

**PRE-DEPT HEAD SCHOOL
FREQUENTLY ASKED QUESTIONS**

Q: When should I contact the 1st Tour DH Detailer?

A: You can contact the 1DH Detailer any time after you have signed your CSRB contract (or prior to if you have questions regarding the process that may impact your decision to sign CSRB). The 1DH Detailer can assist you with any questions in relation to DH School, potential billets, O4 Career timing, and determining class assignments in support of a PRD adjustment, etc. It is recommended that until your class is up for "slating" that you first contact the JO Detailer to assist with any AQD updates, PRD Adjustments, etc. Ensure to cc' the 1DH Detailer if your question may impact your DH School timing.

Q: What is the best way to contact my detailer?

A: You can contact your detailer via email or telephone. Contact information for all detailers is posted on the main PERS-41 website. If you call and need to leave a voicemail, it is recommended that you repeat your name and phone number more than once and to make sure we can return your phone call. If you transfer duty stations, please send an email with your updated contact information. Don't forget that Millington, TN is in Central Standard Time!

Q: When should I be going to DH School?

A: You should be in DH School by your 7.5 YCS (Year of Commissioned Service). This milestone is to ensure that you have graduated DH school and are serving in 1DH Billet with sufficient time prior to your first "in-zone" look at the O4 promotion board.

Q: How do I know when I am in-zone?

A: You can determine your lineal number by going to the NPC/Boards/General Board Info webpage and click on the "in-zone" determination document or by downloading your ODC (Officer Data Card) from the BUPERS Online Website. Right now, the zone projections are not posted on the NPC website (and our office is not authorized to post them); however any of the detailers can provide you with the information. Zone projections currently only include through YG09 and part of YG10.

Q: How do I know when I am going to DH School?

A: Contact the 1DH Detailer and they will be able to tell you which class you are assigned. It is recommended that you wait to contact them until after your 6 YCS to ensure that we have a more accurate prediction of your timing. After you have been assigned a class, you need to ensure that you adjust your PRD at your current Command to support your DH class assignment. **If your Shore Duty PRD is prior to your 6 YCS, contact your JO Detailer and the 1DH Detailer 6-9 months from your Shore Duty PRD to determine class assignment and plan until your 7.5 YCS.

Q: What if I am attending NPS and will graduate prior to my 7.5 YCS?

A: You should contact your JO Detailer and the 1DH Detailer to determine what options are available to you after graduation when you are 6-9 months from your PRD. For your planning purposes, you will not be able to remain at Monterey after you graduate due to limitations on student billets.

Q: What if I want to do the LCS pipeline?

A: Due to the extended LCS training pipeline, contact the 1DH Detailer to discuss potential timing options to determine if you are a good candidate for the LCS pipeline due to your timing for the O4 promotion board.

Q: What if I want to go to DH school prior to or after my 7.5 YCS in support of a family or extenuating circumstance?

A: Contact the 1DH Detailer regarding your situation and they will work with you to determine if you can move to an earlier/later class based upon availability and projected O4 timing. Quota availability can be a limiting factor; however make sure to provide the 1DH Detailer with all of the information you are concerned with to aid them in making a decision. The more we know, the BETTER we can help you!

Q: I am married (or soon to be married) to a military spouse, can we be co-located together?

A: Yes, we work very hard to keep military families together. If you are both 1110s, contact your respective detailers and ensure that they are aware of your marital status (or pending marital status). If your spouse is a different designator, provide contact information for your spouses' detailer to assist in confirming the co/location during your slate. We will make sure to keep you informed if there are any hard spots in the co-location process. It can be challenging when your spouse is in a different service; however we will continue to work hard to ensure that we station you and your spouse together OR as close as possible to a location that is supportable with the options provided by the other service. It is recommended that you reach out early for co/location requests between services so that we have enough time to work ahead of potential hard spots with your spouse's detailer on possible duty locations.

Q: When will I get my slate for my DH tour?

A: The DH School dates are provided on the PERS-41 Department Head webpage and list the expected timeline for when you will be slated for your DH job, begin DH School, and when you should expect to see orders to DH School and your 1DH job.

Q: How does the slating process work?

A: As a P-DH, you will receive a "slating email" with all billets that are projected to be available when you graduate from DH School. You are required to rank your top 15 preferences AND rank your preference of Homeport, Platform, and Billet. You can find an example of a DH slate on the PERS-41 Department Head webpage. After all inputs are received, the class members are ranked utilizing the following formula:

$$2(TA/RSCA) + .25(QP)$$

TA = Trait Average of your LAST Competitive (ranked) AT-SEA FITREP

*If you are ranked against DHs (O3s) at the end of your tour, we will work to utilize your last O2 FITREP where you were ranked against your peers.

RSCA = Reporting Senior's Cumulative Average

QP = Qualification Points (EOOW, TAO)

Billets are then assigned beginning with the #1 person on the slate utilizing their preference list. As always, we will take Co-Location (MIL/MIL), EFM, and other extenuating circumstances into account during the slating process. Every attempt is made to match everyone up with their preferences; however we also place a priority on ensuring that we are setting ships up for success by spreading talent and skillsets.

Q: Why didn't I get my number one choice?

A: Slating is directly tied to your Division Officer Performance and qualifications from Sea Duty (SUSTAINED PERFORMANCE AT SEA!!). Every slate is different in respect to demand AND availability for jobs, homeports, and platforms AND performance and qualifications of the Officers slating. Contact the 1DH detailer after slating if you have any additional questions.

Q: Can I request to be re-slated?

A: You can request that the 1DH Detailer add you to a list for potential re-slates; however there is NO guarantee and you should plan on executing your orders from your original slate. If an opportunity arises we will take your request into consideration and we have had success in working to support many of these requests for family issues, etc. Further, you can explore swapping with a classmate; however both parties must agree and the swap needs to be approved by PERS-41 to ensure that everyone's timing and training can support.

Q: Will I be re-slated?

A: There are always unpredictable circumstances (LIMDU, DFC, etc) that may cause a need for a re-slate and you should always be prepared for this to be possibility. When this occurs, we work to keep you matched up with the same Billet, Platform, and Job from your original slate; however in some instances this may not be supportable due to billet limitations. Your patience and assistance throughout this process is greatly appreciated. REMINDER: it is always recommended that you do not contact your ship until you have received orders in DH school due to the potential for re-slates. We have recently changed (shortened) the timeline for slating to assist in decreasing the number of re-slates that occur during the DH slating process.

Q: Why does someone else have the same slate as me?

A: Due to the large number of P-1DHs that we have compared to the number of 1DH billets, there are often times when you can be slated to a job behind someone that is still waiting to enter the same 1DH job. We will continue to utilize your O4 and DH school timing to set you up for success for your 1DH Tour and the O4 promotion board.

Q: Can I move my DH class to slate to a specific job?

A: Your DH class assignment is made to support your projected O4 timing and Shore Duty PRD. Everyone slates equally on the slate and we do not make any promises in advance for assigned Billets, Platforms, or Homeports.

Q: Will I be required to serve in a DH job based upon my DIVO tour?

A: We work to take everyone's preferences into account and do not require DHs to have served in a similar billet as a DIVO. There are some billets/homeports where we work to ensure that we bring members with strong skillsets to support these units/jobs; however it is not a requirement and you should not allow that to make your decision. If you want a job - PUT IT AS YOUR #1 PREFERENCE.

Q: Do I need an EOOW letter to serve as a CHENG?

A: Yes, you need an EOOW letter to serve in a CHENG billet.

Q: Does having an EOOW letter mean that I will serve as a CHENG?

A: We will utilize your preferences and qualifications to slate you to your 1DH job and we want to ensure that we put you in a job where you feel you will be most effective. There will be some slates where the demand for CHENGs can be greater than the number of people that have EOOW letters; however historically we have enough people that desire to be CHENGs and have only moved 1-2 people (a slate) to fill a CHENG billet that did not have it in their preferences (similar to other jobs).

Q: How do I adjust my PRD?

A: You can find an example PRD Extension request under the "Battle ADMIN/Templates" section of the PERS-41 webpage. Submit the endorsed letter to your JO Detailer and cc' the 1DH Detailer.

Q: When will I receive orders after I am slated?

A: The goal is to have orders released 4-6 months prior to your detachment date for DH School.

Q: I am interested in Early Command, should this impact my 1DH preferences?

A: All billets and platforms are able to apply and compete equally for Early Command opportunities. Do not let your desire for EC impact what billet that you choose for your 1DH ride (i.e. Fleet-ups). We will work to ensure there are reliefs or change timing if you are selected and slated to an Early Command job.

Q: When can I expect to attend tactical training?

A: SWOS and ATRC have moved all tactical training to be completed post completion of Department Head School. There may be some extenuating circumstances and timing that require us to send you to training prior to DH School; however the standard is for everyone to attend on the back-end. There are example potential training pipelines for each platform and CDPs for courses listed on the PERS-41 Department Head webpage. You can utilize this information and the CANTRAC website to estimate potential course dates. REMINDER: The Placement Officer is managing requirements for all Officers in the Fleet which may impact you not attending the first class after graduation, so please be prepared for potential changes or different timelines than you projected. Your classes will not be confirmed until your orders are released in DH school.

Q: Why did some of the other P-DHs attend Common Core and I am not attending the course?

A: After DHC 237 (JAN-JUL16), SWOS and ATRC no longer require the course and have incorporated the lessons into other mandatory courses.

Q: Can I travel to DH school unaccompanied?

A: It is up to you and your family if you would like to PCS your family to Newport. Contact the 1DH Detailer regarding the procedures for BAH entitlements.

REMINDER: Newport no longer provides free Bachelor Quarters. It is recommended that you contact the Newport Housing Office early for more information on bachelor housing options to assist in making your decision.

Q: Why don't my orders to SWOS send me all the way to my ship?

A: You will be issued one set of orders to PCS to Newport and then after you check-in to SWOS, you will be issued your PCS orders to your ship. We cannot issue you two sets of PCS orders at a time and we are required to issue you PCS orders to Newport.

Q: What if I have more questions about Department Head school?

A: Visit the SWOS Command website at:
<http://www.netc.navy.mil/centers/swos/>